WSCA-NASPO eMarket Center Getting Started Guide

ACCESSING THE SYSTEM…

1. Open your web browser.
2. Navigate to the following web address:
   www.emarketcenter.org
3. Click on the blue shopping cart button. You'll be taken to the logon page.

3. Enter your username and password and click **SIGN IN**.

UPDATING YOUR PROFILE

Your profile contains information about yourself, your default settings.

SETTING YOUR PROFILE AND PASSWORD RESET QUESTION

1. Click on your name and then click on View My Profile in the upper right-hand portion of the screen. This will take your user profile page.
2. Update your first name, last name, phone number and email address as appropriate.
3. Enter a question and answer in the space below your username. You will be required to confirm the answer to your question. Please do so.
4. Once you have made your changes, click the **Save** button.

Adding your P-Card to your profile

This section will provide you step by step instructions on setting up your P-Card.

1. From your profile, click on the Default Addresses tab.
2. Click on the Payment Options tab.
3. Click Add a New Card.
4. Enter your P-Card information in the Card Detail fields as shown below.
5. Check the Default box and click Save.

ADDING A NEW SHIP-TO ADDRESS TO YOUR PROFILE

Ship-to addresses may be setup by your administrator. You may add any ship-to address to your profile.

1. From your profile, click on the Default Addresses tab.
2. Click on the Default Addresses tab.
3. Click the Select Addresses for Profile button.
4. Select **Freeform Ship To** from the drop down menu.
5. Enter in the details for the Ship-to address and click the Save button.
6. To make the address your default, click the Default box and then Save.

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ADDING A NEW Bill-TO ADDRESS TO YOUR PROFILE

Bill-to addresses may be setup by your administrator. You may add any bill-to address to your profile.

1. From your profile, click on the Default Addresses tab.
2. Click on the Default Addresses tab. Click Bill To tab.
3. Click the Select Addresses for Profile button.
4. Select **Freeform Bill To** from the drop down menu.
5. Enter in the details for the bill-to address and click the Save button.
6. To make the address your default, click the Default box and then Save.